

Event-Activities Planning guide.

Event: _____

Public invite?

Membership only?

Date? _____

Time? _____

Where? _____

Donations requested? _____

Point of contact. _____

Volunteers needed: _____

Services required? _____

Flyers Signs

Community news letter Post news letter

Web site District State

Seed Money: _____

Program: _____

Planner's signature _____

Madam President: _____

Commander: _____

Date signed: _____